



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SCCS

8 July 2002

POLICY MEMORANDUM 7-02

From: Chief of Staff
To: See Distribution

SUBJECT: Procedures for the Hiring of SOUTHCOM Civilian Employees

1. Effective immediately, the Chief of Staff (COS) will approve all civilian hires for grades GS/GG-12 and above. Directors/special staff chiefs and security assistance organization (SAO) commanders/chiefs will approve all civilian hires for grades GS/GG-11 or below within their respective organizations. In addition, the establishment of any new high grade (GS/GG-14 or above) positions must be approved by the COS.
2. For actions requiring COS approval, submit a memorandum or staff action summary sheet (SASS) containing position information, the proposed selectee's name, and brief reasons for selection. Include a copy of the proposed selectee's application and route the package through J1 and J8 for coordination. If there are any alternate selections, please so state and include a copy of their application as well. A copy of this memorandum or SASS documenting COS approval must accompany the selection packet turned in to J1. For all GS/GG-11 and below hires, documentation indicating director's, special staff chief's or SAO commanders/chief's approval will be turned in with the selection packet to J1.
3. The point of contact is Ms. Cheri Kenyon, SCJ1, commercial (305) 437-1106 or DSN 567-1106.

FOR THE COMMANDER IN CHIEF:

R.A. HUCK
Brigadier General, U.S. Marine Corps
Chief of Staff, U.S. Southern Command

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